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Position Number - 0018 and 0477
Personnel Officer (GS 0201.02 12)
[] Departmental, Support Staff
Personnel Section

DUTIES:

A. Summary

The incumbent serves as Chief of the Unit responsible for all phases of personnel administration in support of 25X1A8A [] and related activities both Hqs. 25X1C and [] installations. Participates in planning, implementing and directing personnel administration activities in support of world wide 25X1A8A [] activities affecting some 25X9A2 [] staff employees, staff agents, and military detailees, 25X9A2 [] type A contract employees (including [] career agents), 25X9A2 [] contract agents and approximately [] hires in several proprietary projects.

B. Duties & Responsibilities

25X1A 1. Implements Agency personnel policies and regulations as well as DDP and [] Instructions. Provides staff advice and guidance to the [] Officials. Keeps Chief, 25X1A8A [] Personnel 25X1A advised on personnel decisions and problems and deals directly with the Chief and Deputy Chief of the [] on personal matters of all types. 25X1A

2. Implements and directs a program for meeting personnel

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requirements for the orderly screening, selection, hiring of applicants, and the assignment, training, utilization, 25X1A reassignment and placement of the [] personnel to meet world-wide requirements. This includes the use of staff, military, contract and proprietary personnel and liaison with other career services, are a divisions and various related components.

3. Serves as Recording Secretary to the 25X1A8A [] Personnel Management Committee. Compiles background material on 25X1A the [] personnel as required for PMC meetings, and is responsible for initiation and follow-up of policies and decisions resulting from PMC action. 25X1A

4. Provides advice and guidance to the [] Chief regarding position titles, grade structure, organization, etc. 25X1A

5. Provides advice and guidance as well as employee relations counseling, to [] personnel on administrative, procedural, technical and personal questions and problems. 25X1A

6. Prepares correspondence on personnel and administrative subjects including cables and dispatches to the field and monitors action traffic of other Area Divisions which pertains to 25X1A8A [] assets.

7. Develops and maintains statistics for input into special and one-time reports as well as weekly and monthly reports.

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8. Conducts continuous liaison with various Headquarters components in order to provide appropriate support for the [] and related activities.

9. Reviews assignments, areas of assignment, circumstances, etc., to insure established cover is adequate for personnel to meet requirements of their assignment.

10. In addition to the above duties the present incumbent has been designated the Women's Affairs Officer for the Division and as such serves as women's representative at the Personnel Management Committee meeting.

C. Supervision

The incumbent is under the supervision of the Chief and DC []^{25X1A8A} Pers who provide technical and administrative supervision over this position. The incumbent participates

25X1A in all phases of personnel administration in support of the [] and exercises day-to-day supervision over one Personnel Clerk/Assistant (D-Careerist).

I Job Requirements

This position requires extensive background and experience in all facets of the personnel function as practiced within the Agency in general and the DDP in particular. Included in these requirements are knowledge and ability in such areas: selection of new personnel, contracting procedures, placement, promotion exercises, training and orientation, handling of personnel problems/sensitive cases, position management, travel, retirement and employee guidance and counseling. Ability in such related functions as assessment

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and evaluation, medical processing, [] security, finance and occasionally logistics are often needed as well as a good working knowledge of regulatory material in all of these subjects to perform acceptably. This should all be at such a level that the incumbent can handle staff work within the Division to provide the required support to the assigned organizational element(s) and through the Chief and Deputy Chief Personnel, to the Division Chief and conduct required liaison with other Agency components such as DDP/OP, DDP/NSP, CSPS, OMS, OP/SPB, OP/CPD, A & E Staff, CCS and others.

II Scope and Difficulty

The incumbent works under the supervision of the Chief and Deputy Chief of the Personnel Section who retain final reviewing authority. However, they must be able to implement Agency personnel policies and regulations as well as DDP and [] instructions with minimum supervision in providing staff support to the assigned organizational elements including liaison with other components. Guidelines in the day-to-day conduct of business are derived from written regulatory material and supervision as required, but a major source is the basic background and previous experience of the incumbent applied to the current situation to arrive at sound decisions and procedures.

III Responsibility

The incumbent is responsible for all facets of personnel

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or sensitive matters they are required to seek guidance from their supervisors as well as discuss their recommendations; however, unless there are overriding circumstances staff work accomplished by the incumbent and the recommendations based there on will hold and be acted upon. The level of decision making and commitment authority could, with proper coordination, become Division level from a staff support stand point.

IV. Personal Relationships

The incumbent must develop personal relationships with the employees, the Division elements they service on a daily basis, and other Agency components such as indicated in I above on a continuing basis. These relations are general to exchange information, to provide staff support and to persuade others to take action required in the accomplishment of assigned functions. Contacts range from the assistant level to the Division, and sometimes to the Office of a Directorate level. The incumbent is expected to be competent in coping with any level of liaison or coordination level required in the accomplishment of their assigned duties.

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